**PLC AT WORK**

**Action Plan**



**Cold Springs School: Action Plan: Developed 1/14/14**

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| **Action Steps** | **Responsible Team Members** | **Timeline** | **Resources Needed** | **Measurable**  **Indicators** |
| **Agendas for PLC and staff meetings for January and February will include:**   1. **discuss building progress - implementation of CCSS**   **February 20, 2014**  **LiveBinder**  **Computer Lab**   1. **familiarize staff with the new smarter balanced test** 2. **know expectations for field test planning and administration** | **Webb Harrington**  **Jessica Blackman**  **Mary Thompson**  **Sidney Hahn**  **Casey McHugh**  **Cold Springs Staff** | **Weekly PLC meetings will focus on full implementation of MINDSETS and CCSS.**  **Between January 20th and February 20th 2014 grade level PLCs will review (January 14th) Livebinder information in preparation for general meeting.**  **Meeting: February 20th 2:30pm early out**  **(OPI/MCPS will have accurate test accommodation and administration directions from Smarter Balanced by this date)** | **Computer lab**  **SBA practice test** | **-staff will be able to generate questions in reference to test administration**  **-be able to accomplish taking the practice field test in March/April/May** |